

**Water Quality Monitoring Reports**

***Guidance for Bulk Uploading Water Quality Reports Online***

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**Massachusetts Department of Environmental Protection**  
**Bureau of Resource Protection – Drinking Water Program**  
**Water Quality Monitoring Reports**  
***Guidance for Bulk Uploading Water Quality Reports Online***

This guidance shows and describes most of the screens that you will be viewing while Working with the bulk upload of Drinking Water Quality Data. Uploading and submitting the data is quick and easy.

The following Water Quality Reports are currently available for bulk upload:

1. Asbestos	7. LCR	13. Secondary Contaminants
2. Bacteria	8. Nitrate	14. Sodium
3. Chlorine Dioxide	9. Nitrite	15. THM
4. Chlorite	10. PCE	16. VOC
5. HAA5	11. Radionuclides	
6. Inorganics	12. SOC	

**Submitting your eDW Reports**

**Labs:**

In order for a Massachusetts certified laboratory to submit drinking water quality data online you'll have to do the following:

- Register online as an eDEP user by picking a username/password/nickname combination. <https://edep.dep.mass.gov/DEPHome.aspx>
- Have your director apply for a Lab Director proof that will enable you to electronically sign submittals.
- Generate a text tab-delimited file formatted to meet the criteria in the posted instructions which can be found at: <http://www.mass.gov/dep/service/online/upload02.xls>
- It is important to verify receipt of each transaction. This is done by receiving the confirmation email generated by MassDEP

**Public Water Suppliers:**

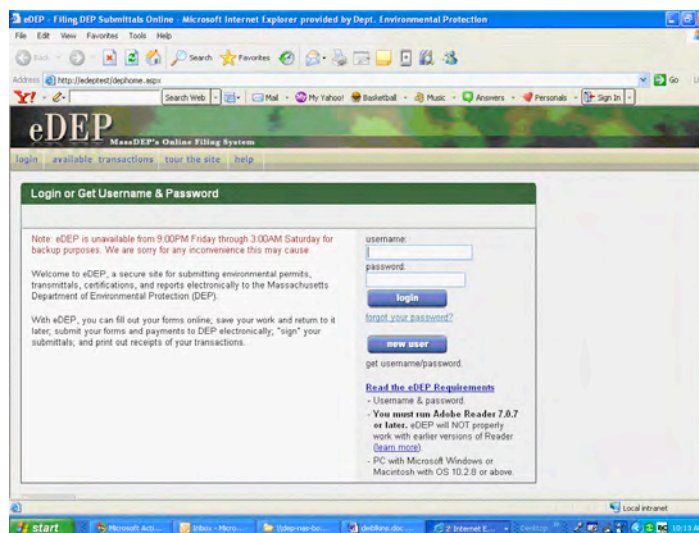
In order for your to view your lab's results online your must:

- Register online as an eDEP user by picking a username/password/nickname combination. <https://edep.dep.mass.gov/DEPHome.aspx>
- Share your MassDEP "nickname" with your lab; this enables your lab to share data with you on a transaction-by-transaction basis. The eDEP system allows the lab to share unsigned data for your review before being submitted to MassDEP. The lab director can delete data prior to signature if you find it unacceptable.

## Register

In order to make electronic submittals through eDEP each lab must file a Certificate of Proof and then logon and register as follows:

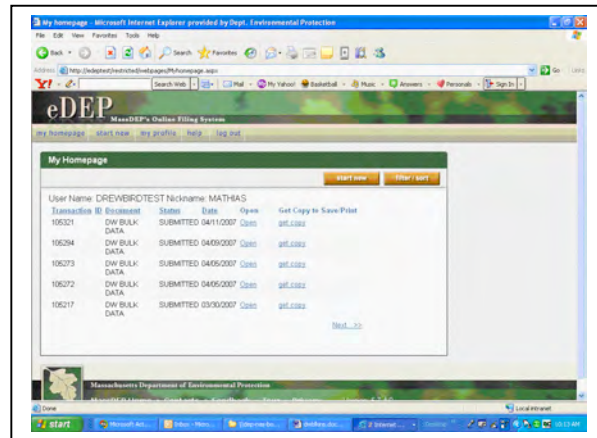
Log onto <http://www.mass.gov/dep> On the left hand side of the Screen select *eDEP Online*



*Note: Public Water Suppliers wishing to view their data online must also register on eDEP and share their nickname with their lab in order to “see” their transactions.*

### Your eDEP Homepage

After a successful login using your eDEP User ID and Password, your own eDEP Homepage will be displayed. Based on your User permissions, your Homepage lists all prior reports generated by you and their status. Any submissions by other Users that you have permission to view will also be displayed. (See section on sharing reports for more information.)

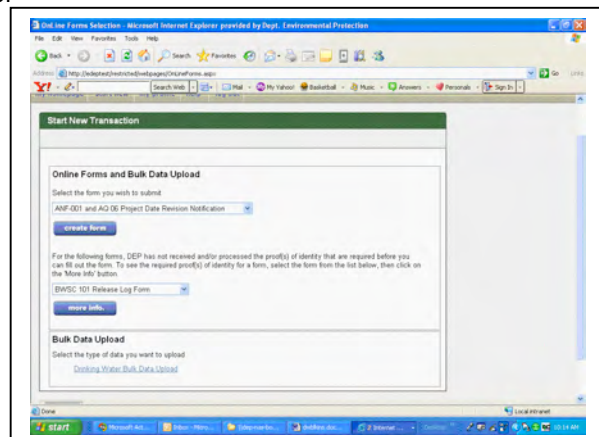


The “Open” or “Get Copy” links will bring you to the View Transactions page within the Drinking Water Upload where you can view more details including MassDEP actions on the transaction.

### File New Water Quality Reports Online

To begin uploading, select **start new** in the upper Right hand corner of My Homepage. (Screenshot above)

This will redirect you to the OnLine Transactions Page, where you'll select **Drinking Water Bulk Data Upload** on the bottom of the screen.

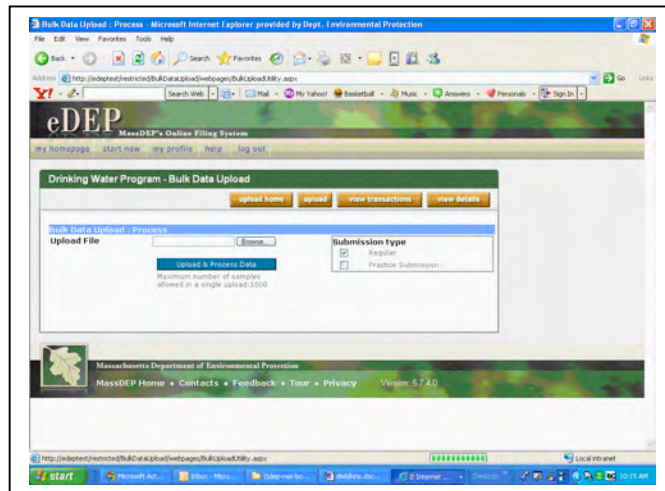


## Upload Files

Upload files by selecting **browse**. Files for upload must be in the text tab-delimited format.

Then select **upload & process data**.

After you have submitted your files the number of incorrect, correct and total number of records will be shown under **Submission Result**.

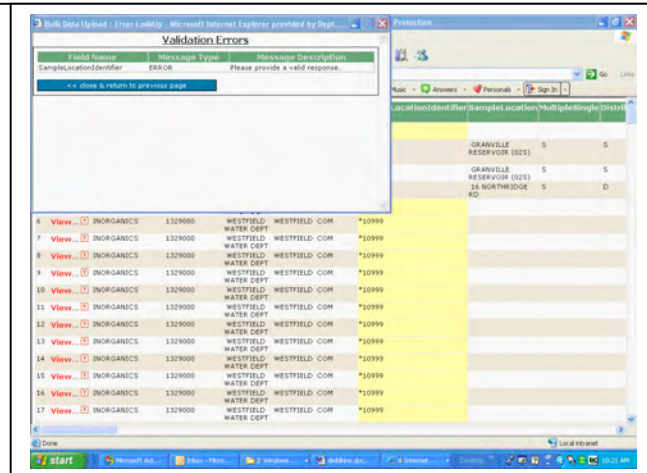


## View Records

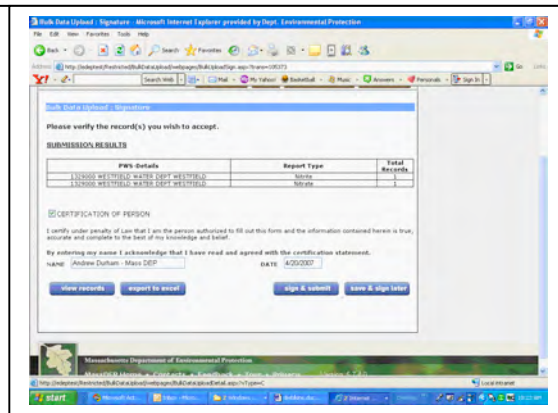
To view records before at this point you can select **view error report** or **view correct records**, whichever is appropriate.

Incorrect fields will be highlighted in yellow.

Only 100% correct files are accepted, so, you will need to first make the corrections to the file and then **re-upload** the corrected file in order to process the file through eDEP.



## Signature



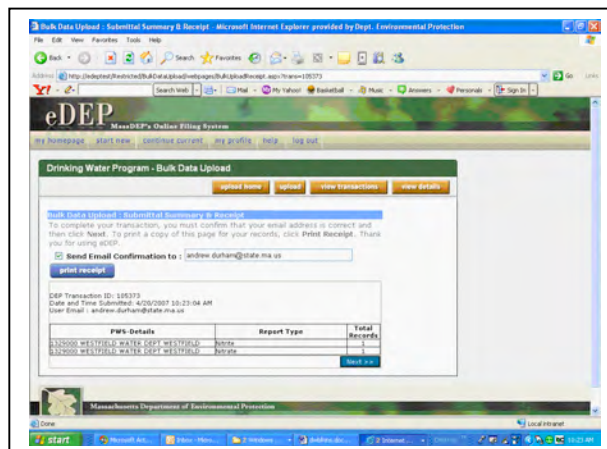
After files have been successfully uploaded, the results must be signed before they are accepted through eDEP.

Selecting **next** will bring you to the signature page where you can sign your results now by selecting **sign & submit** or choose to save your upload by selecting **save & sign later**. Only laboratories who have registered through eDEP will be authorized to sign the signature page. **save & sign later** allows you to share the entire transaction with a client prior to submittal to MassDEP, unacceptable data can be deleted using the **view transactions** page.

## Receipt

The Official MassDEP receipt for your transactions are sent via confirmation e-mail. Without a confirmation email MassDEP and you cannot verify your transaction. This is very important for you and your client and is equivalent to sending registered mail through the U.S. Postal Service.

To print a summary detailing the date and time of your transaction select **print receipt**.





## Sharing

Files may be shared between registered users **after** uploading and/or **after** the records have been signed and submitted through eDEP.

The sharing feature may be accessed through the **Bulk Data Upload Page** by clicking on **View Submittals**.

## View Transactions

By selecting **View Submittals** you will be able to see a summary of your submittals and check the status of your transaction.

After records are processed through eDEP, DEP drinking water staff will review each record and either **accept or reject** it. The status of the report can be reviewed under **View Submittals**.

If a record is rejected, a **Monitoring Rejection Report** will be sent to the Public Water Supplier. The Public Water Supplier will be responsible for ensuring that the corrected record(s) are resubmitted to DEP within 30 days.

Transaction ID	Date Submitted	No. of Correct Records	Mode	Signature & Submit / Receipt	Details of Submitted Records	Share	Remove Transaction
105373	4/20/2007 10:23:04 AM	2	Bulk Data	Reject	Processing...	Share	Submitted
105372	4/20/2007 10:17:05 AM	3	Bulk Data	Sign & Submit	View Records	Share	Delete
105321	4/11/2007 11:31:02 AM	1	Bulk Data	Reject	View Details	Share	Submitted
105294	4/9/2007 2:47:20 PM	5	Bulk Data	Reject	View Details	Share	Submitted
105273	4/8/2007 9:29:05 AM	13	Bulk Data	Reject	View Details	Share	Submitted
105272	4/6/2007 9:16:50 AM	9	Bulk Data	Reject	View Details	Share	Submitted
105217	3/20/2007 2:01:20 PM	5	Bulk Data	Reject	View Details	Share	Submitted
105216	3/30/2007 1:36:30 PM	5	Bulk Data	Reject	View Details	Share	Submitted
105209	3/30/2007 10:38:55 AM	9	Bulk Data	Reject	View Details	Share	Submitted
105207	3/30/2007 8:09:32 AM	9	Bulk Data	Reject	View Details	Share	Submitted
105031	3/6/2007 9:25:34 AM	271	Bulk Data	Reject	View Details	Share	Submitted